

## Search for Director of the Ossining Public Library

The Ossining (Westchester County, New York) Public Library is seeking a director for its new, 47,000 sq ft, state-of-the-art, "green" facility. Our staff of about 28 provides 70 public service hours per week to a population of about 33,000 which is economically, ethnically and linguistically diverse, and which has a history of strong support for the library and its activities. (The annual operating budget of about \$3.5 million is voted on in an annual public referendum.) Our building opened in March, 2007, and includes a teen room, a children's floor and an adult floor, over 40 computers for public use, an auditorium seating over 200, and an art and exhibition space. We have long had an active program of exhibitions and performances, and support ancillary activities such as literacy instruction; we want to continue and to expand these. Our goal is that the library serve broadly as a cultural center for our users and that it reach out actively to serve them. A foundation was recently established to support innovative and creative programs. We take a broad and ambitious view of the goals of the library and want to support that with appropriate leadership.

We are looking for a director with demonstrated ability both to administer a facility like ours and to envision and initiate new programs to support our community. OPL provides a unique opportunity for innovative and creative leadership. We view the following as ideal qualifications:

Demonstrated ability to manage a library of approximately 100,000 volumes and with an annual circulation of 250,000.

Ability to manage a unionized, civil service staff of about 25, and to participate in contract negotiations. Necessary experience includes hiring, supervision, performance evaluation, scheduling of staff, and training and education.

Experience developing and managing a library budget, including necessary reports on financial and statistical matters. Experience working with a library foundation is highly desirable.

Experience working in a diverse community which includes non-English speakers and a substantial immigrant population.

Experience creating and developing innovative and community outreach programs and services, particularly for non-English speakers.

Demonstrated ability and interest in communicating with the Board of Trustees and the community via appropriate means, including e-mail and an effective web site. Experience in developing a long-term strategic plan would be a plus.

Willingness and ability to interact with community leaders, including local government, school district and other appropriate institutions.

This position is Library Director III by Westchester County standards. The detailed description may be found at <http://www.westchestergov.com/HR/> in the section on Local Job Class Specifications.

If you are interested, please contact Peter Capek, [capek@ieee.org](mailto:capek@ieee.org), or 914 625 6670, or send a resume to

Peter Capek  
Ossining Public Library  
53 Croton Avenue  
Ossining, New York 10562

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